

**State of Minnesota
Minnesota State Colleges and Universities (MnSCU)**

**Request for Information (RFI)
for
Facilities Professional/Technical Consultants Master Contract**

I. OVERVIEW

The Minnesota State Colleges and Universities (“MnSCU”) requests information for Architectural/Engineering, Owner’s Representative, Real Estate and other related Professional/Technical services from Minnesota registered architects, engineers, environmental consultants, geoscientists, land surveyors, landscape architects, owner’s representatives, and real estate service firms (including appraisers, brokerage and related service firms) leading toward a Facilities Professional/Technical Consultants Master Contract List (“List”). The services required will vary in nature and may involve due diligence services and new construction and remodeling, which includes but is not limited to buildings, commissioning, utilities, facilities, roads and grounds, and land development.

The Facilities Professional/Technical Consultants Master List shall not be linked in any manner to the Master Roster for Consultant Services or any other lists maintained by the State Architect’s Office in the State Department of Administration. All consultants desiring to provide services to MnSCU must therefore successfully respond to this RFI and comply with the process contained therein.

To be placed on a new Facilities Professional/Technical Consultants Master Contract List as described in further detail in this RFI, qualified Responders will be required to enter into a new Master Contract. By its terms, the new Facilities Professional/Technical Consultants Master Contract of each accepted responder becomes effective on its date of full execution.

The term “MnSCU” as used in this RFI shall mean the following: the Minnesota State Colleges and Universities as a state agency, and/or the Office of the Chancellor, and/or any MnSCU campus or institution.

The term “CONTRACTOR(S)” as used in this RFI shall mean the following: an individual or firm which has successfully executed a Facilities Professional/Technical Consultants Master Contract.

II. GOAL

This RFI is to permit a CONTRACTOR to be added to the current MnSCU’s Facilities Professional/Technical Consultants Master Contract List. The current List became effective July 1, 2007 and CONTRACTORS on the List do not need to respond to the RFI. The current List

can be viewed at www.finance.mnscu.edu/facilities/design-construction/index.html and click on “Master List of Facilities Professional/Technical Consultants”. The List shall include CONTRACTORS who are available to provide MnSCU with professional and technical services as described herein for the period commencing July 1, 2009 and ending June 30, 2012.

Responses to this RFI must be received no later than **12:00 p.m. CST on Friday, May 8, 2009**. MnSCU intends to reopen the RFI process semi-annually to enable individuals and firms to be added to the List. Any individual or firm so added must comply with all the requirements of this RFI.

III. CATEGORIES OF EXPERIENCE AND SAMPLE TASKS OF CONSULTANTS

A. Owner’s Representative: Tasks include but are not limited to the following:

- Provide required services between the Owner, the A/E design team, consultants and the construction contractor(s) as necessary related to the design and/or construction of the Project.
- Coordinate major elements of design and/or construction with the campus’ schedules and activities Provide overall schedule to Owner and review and monitor contractor’s schedule.
- Assist the Owner in hiring design review consultant(s) services and inspection and testing consultant(s) services as necessary to assure conformance to MnSCU Design Standards, Quality Assurance plan and contract documents.
- Provide a Project Budget Control and Tracking System.
- Provide construction progress photos documenting the construction of the Project. Prepare a monthly status report for the Owner. Review Change Order requests. Coordinate FF&E and telecommunications systems installations. Assist with dispute resolution.
- Attend design and construction progress meetings and project inspections.

B. Studies and Reports: Tasks include but are not limited to the following:

- Evaluate buildings, elements of buildings, building systems, and building sites.
- Reports and logs citing applicable standards.
- Factual and analytical reports and logs.
- Appraise value of real property.

C. Predesign: Tasks include but are not limited to the following:

- Review how a project meets MnSCU’s strategic plan, master plan, and operational program.
- Prepare analysis of facility needs and planning cost estimates,

D. Design (Design thru Construction Documents and Construction Administration): Tasks include all or a portion of the following:

1. Schematic Design Phase:

- Review, analyze and evaluate program, budget and schedule.
- Prepare schematic design documents.
- Prepare preliminary estimate of cost of construction.
- Provide soil investigations/analysis.

- Provide structural analysis.

2. Design Development Phase:

- Review responses to schematic design and prepare detailed design development documents.
- Prepare drawings.
- Monitor and update estimate of cost of construction and project schedule.

3. Construction Documents Phase:

- Prepare final construction documents, conditions of the contract and bidding requirements based on MnSCU approval of design development.
- Coordinate all sub-consultant involvement.
- Update final estimated cost of construction and project schedule.

4. Bidding Phase:

- Assist MnSCU with obtaining and evaluating bid proposals.
- Prepare bidding instruments of service.
- Prepare and issue addenda with approval of MnSCU.

5. Construction Administration Phase:

- Observe construction and document in field reports.
- Review construction for compliance with specifications.
- Oversee project budget and schedule
- Coordinate sub-consultant involvement
- Conduct testing and inspections and issue related reports.
- Evaluate construction to determine dates of substantial and final completion.
- Review and approve or disapprove shop drawings.
- Review and approve or disapprove contractor's payment applications.
- Develop construction contract supplemental agreements.
- Provide record "as built" drawings.

E. Landscape Architecture: Tasks include but are not limited to the following:

- Determination of proper land uses, natural land features, ground cover and planting, naturalistic and aesthetic value settings, approaches or environment for structures or other improvements.
- Consideration of the land relating to erosion, wear and tear, blight and hazards.

F. Land Surveying: Tasks include but are not limited to the following:

- Preparation of ALTA/ACSM land survey for acquisitions and dispositions.
- Platting
- Establish all size metes and bounds, easements and infrastructure.
- Provide surveying documentation for storm water management, during construction and after, or the establishment of specialized storm water management zones.
- Assistance in resolving boundary disputes

G. Geosciences: Tasks include but are not limited to the following:

- Consultation, investigation, evaluation, planning, mapping, and inspection of geoscientific work and its responsible supervision.

H. Real Estate Services: Tasks include but are not limited to the following:

- Licensed Real Estate Appraisers:
 - Provide Complete Self-contained appraisals of properties being considered for sale or acquisition consistent with the current Uniform Standards of Appraisal Practice (USPAP) rules and guidelines.
 - Provide current market information about real estate values at locations throughout the State of Minnesota.
- Environmental Services
- Real Estate Service and Brokerage Firms:
 - Provide real estate consulting services for transactions involving Minnesota State Colleges & Universities (almost exclusively commercial real estate)
 - Advise MnSCU-Real Estate Services on leasing office, warehouse and classrooms

IV. LEGAL AND CONTRACTING REQUIREMENTS AND CONDITIONS

A. Contracting Limits

MnSCU may use its Master Contract and a Purchase Order to secure services of CONTRACTORS on its Facilities Professional/Technical Consultants Master List with an estimated value up to \$100,000. In addition, Non-Architectural and Non-Owner Representation services whose total fees, to include reimbursables, are anticipated not to exceed \$200,000 are allowed to use this contract procedure.

B. No Obligation on MnSCU's part to Complete RFI

MnSCU is not obligated to complete this RFI and reserves the right to cancel this solicitation at any time. This Request for Information is not a guarantee of work and it does not obligate MnSCU to award any contracts. MnSCU reserves the right to not use its Professional/Technical Consultants Master Contract List.

C. Insurance Requirements

Insurance requirements for CONTRACTORS, whose work is procured through the MnSCU Master Contract with project-specific purchase order, are as contained in the MnSCU Professional/Technical Consultants Master Contract.

D. Disposition of Responses

All materials submitted in response to this RFI will become the property of MnSCU and will become public record after the evaluation process is completed. If the Responder submits information in response to this RFI that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minnesota Statutes § 13.37, the Responder must

clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, defend any action seeking release of the materials it believes to be trade a secret, and indemnify and hold harmless MnSCU and its agents and employees from any judgments or damages awarded against them in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the MnSCU's award of a contract. In submitting a response to this RFI, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of MnSCU.

E. Contingency Fees Prohibited

Pursuant to Minnesota Statutes § 10A.06, no person may act as or employ a lobbyist for compensation that is dependent upon the result or outcome of any legislation or administrative action.

F. Organizational Conflict of Interest

The CONTRACTOR warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a CONTRACTOR is unable or potentially unable to render impartial assistance or advice to MnSCU, or the CONTRACTOR'S objectivity in performing contract work is or might be otherwise impaired, or the CONTRACTOR has an unfair advantage. The CONTRACTOR agrees that, if after award, an organizational conflict of interest is discovered, an immediate full disclosure in writing shall be made to MnSCU which shall include a description of the action which the CONTRACTOR has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, MnSCU may, at its discretion, cancel the contract. In the event the CONTRACTOR was aware of an organizational conflict of interest prior to the award of their contract and did not disclose the conflict to the MnSCU contracting officer, MnSCU may terminate the contract for default. The provisions of this clause shall be included in all subcontracts for work within the service provided by the prime contractor, and the terms "vendor", "contract", "contractor", and "contracting officer" modified appropriately to preserve MnSCU's rights.

G. Contracting with Individual MnSCU Campuses and/or Institutions

On a project-by-project basis, a CONTRACTOR that is selected to perform services under the Facilities Professional/Technical Consultants Master Contract will receive a Purchase Order from MnSCU prior to performing contract services. No work shall begin until an executed Purchase Order has been issued and the CONTRACTOR is notified to begin work. All work will be subject to the requirements of this RFI. All CONTRACTORS will be responsible for the performance of their subconsultants.

H. Costs of Responding to RFI

All costs incurred in responding to this request for qualifications will be borne by the Responder.

I. Affirmative Action Requirements For Contracts In Excess Of \$100,000.00 And The Contractor Has More Than 40 Full-Time Employees In Minnesota Or Its Principal Place Of Business:

MnSCU intends to carry out its responsibility for requiring affirmative action by its Contractors.

1. Covered Contracts and Contractors. If a Purchase Order for project work exceeds One Hundred Thousand and 00/100 Dollars (\$100,000.00) including reimbursables and the Contractor employed more than forty (40) full-time employees on a single working day during the previous twelve (12) months in Minnesota or in the state where it has its principal place of business, then the Contractor must comply with the requirements of Minnesota Statute §363A.36 and Minnesota R. Parts 5000.3400-5000.3600. If a Contractor is covered by Minnesota Statute §363A.36 because it employed more than forty (40) full-time employees in another state and the Contractor does not have a Certificate of Compliance, said Contractor must certify that it is in compliance with federal affirmative action requirements.
2. Minnesota Statutes §363A.36. Minnesota Statutes §363A.36 requires CONTRACTOR to have an affirmative action plan for the employment of minority persons, women, and qualified disabled individuals approved by the Minnesota Commissioner of Human Rights (hereinafter “Commissioner”) as indicated by a certificate of compliance. The law addresses suspension or revocation of a certificate of compliance and contract consequences in that event. A contract awarded without a certificate of compliance may be voided.
3. Minnesota R. 5000.3400-5000.3600.
 - a. General. Minnesota R. 5000.3400-5000.3600 implement Minnesota Statute §363A.36. These rules include, but are not limited to: criteria for contents, approval, and implementation of affirmative action plans; procedures for issuing certificates of compliance and criteria for determining a contractor’s compliance status; procedures for addressing deficiencies, sanctions, and notice and hearing; annual compliance reports; procedures for compliance review; and contract consequences for non-compliance. The specific criteria for approval or rejection of an affirmative action plan are contained in various provisions of Minnesota R. 5000.3400-5000.3600, including, but not limited to, parts 5000.3420-5000.3500 and 5000.3552-5000.3559.
 - b. Disabled Workers. The CONTRACTOR must comply with the following affirmative action requirements for disabled workers.
 - 1) The CONTRACTOR must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The CONTRACTOR agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons

without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

- 2) The CONTRACTOR agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.
- 3) In the event of the CONTRACTOR's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with Minnesota Statute §363A.36, and the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.
- 4) The CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Commissioner of the Minnesota Department of Human Rights. Such notices must state the CONTRACTOR's obligation under the law to take affirmative action to employ and advance in employment qualified disabled employees and applicants for employment, and the rights of applicants and employees.
- 5) The CONTRACTOR must notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the CONTRACTOR is bound by the terms of Minnesota Statute §363A.36 of the Minnesota Human Rights Act and is committed to take affirmative action to employ and advance in employment physically and mentally disabled persons.

3. Consequences. The consequences for the CONTRACTOR'S failure to implement its affirmative action plan or make a good faith effort to do so include, but are not limited to, suspension or revocation of a certificate of compliance by the Commissioner, refusal by the Commissioner to approve subsequent plans, and termination of all or part of this contract by the Commissioner or MnSCU.

4. Certification. The CONTRACTOR will be required to submit an executed MnSCU Affirmative Action Data Page with its response to this RFI, which Data Page will be an attachment to, and part of, the Master Contract and a current Certificate of Compliance if the Data Page reflects that a Certificate is required. If the CONTRACTOR was not required to have a Certificate of Compliance at the time of the execution of the Master Contract because of (a) the number of its employees during the twelve (12) months prior to such execution, or (b) the location of its principal place of business outside Minnesota, BUT such status thereafter changes and then calls for a Certificate of Compliance, it shall be the obligation of the CONTRACTOR to promptly inform MnSCU of the change of status, keep its MnSCU Affirmative Action Data

Page current, and obtain the Certificate. In any event, the CONTRACTOR must obtain the Certificate before it can be considered to be selected for any project work exceeding a value of \$100,000 (including reimbursables.)

J. Non-Collusion: The CONTRACTOR shall arrive at any proposal for Project work independently and without any collusion, and without any agreement, understanding or planned common course of action with any other vendor of the Project work or materials designed to limit independent quoting or proposing. The CONTRACTOR shall likewise not communicate the contents of its Proposal to any person not its own employee or agent or surety prior to the official opening or receipt by MnSCU of proposals. An Affidavit of Non-Collusion shall be executed and submitted with the response to this RFI, which affidavit shall be attached to and be a part of the Master Contract and shall be applicable to all project work for which the CONTRACTOR may be selected during the term of the Master Contract.

V. RFI SUBMITTAL REQUIREMENTS

See Attachment A

VI. CONTRACTORS WITH MULTIPLE OFFICE LOCATIONS

MnSCU imposes no special requirements for CONTRACTORS with multiple office locations.

VII. RFI RESPONSE OPTIONS

Responses to MnSCU's RFI shall be typewritten only. No Web-based response option is available for MnSCU. The typewritten original response, signed in ink, must be received by MnSCU by the deadline.

VIII. SELECTION PROCESS FOR PLACING FIRMS AND INDIVIDUALS ON THE MnSCU MASTER LIST OF CONSULTANTS

All responses received by the deadline will be evaluated by MnSCU. Each Responder will be notified of its acceptance or rejection for inclusion on the Facilities Professional/Technical Consultants Master List by mail. Responders meeting the requirements in this RFI that qualify to be added to the List will receive an executed Facilities Professional/Technical Consultants Master Contract.

IX. SELECTION PROCESS OF INDIVIDUALS AND FIRMS TO DO CONSULTANT WORK FOR MnSCU

A. Qualified CONTRACTORS on the Facilities Professional/Technical Consultants Master List may be selected by MnSCU for particular contract work with estimated fees for services as follows:

1. Estimated Fee for Services less than \$50,000

MnSCU will request a quotation from a minimum of one firm or individual on the Master List of Facilities Professional/Technical Consultants. One of these firms or individuals should be a qualified TG/ED firm if one is available in the project experience category. Rotation of work, geographic location and project requirements (i.e. experience) are considerations in firm selection

2. Estimated Fee for Services from \$50,001 to \$100,000

MnSCU will request a quotation from a minimum of two firms or individuals on the Master List of Facilities Professional/Technical Consultants. One of these firms or individuals should be a qualified TG/ED firm if one is available in the project experience category. Rotation of work, geographic location and project requirements (i.e. experience) are considerations in firm selection.

3. Estimated Fee for Services from \$100,001 to \$200,000 (Only Non-Architect/Engineer and Non-Owner Representative services are allowed to use this option)

MnSCU will issue a competitive Request for Proposal (RFP) for services. Firms responding to the RFP are selected following the RFP selection criteria. CONTRACTORS on the List that are selected may use these procedures contingent upon meeting all RFP requirements.

X. QUESTIONS REGARDING RFI

Questions may be faxed to the attention of Jeanne Qualley at 651.296.0318 or emailed to Jeanne.qualley@csu.mnscu.edu. Questions must be received no later than 4:00 p.m. on Friday, April 17, 2009 to ensure a response by Friday, April 24, 2009. Jeanne Qualley is the only person authorized to respond to questions.

When faxing or emailing questions, please use the subject line "Question Regarding MnSCU RFI for Facilities Professional/Technical Consultants". Responses to questions will be posted on the MnSCU Facilities Office web site www.finance.mnscu.edu/facilities/index.html , click on Announcements.

Attachment A
Request for Information (RFI)
for
Facilities Professional/Technical Consultants Master Contract

RFI SUBMITTAL REQUIREMENTS

An individual or firm (“Responder”) that desires inclusion on the Facilities Professional/Technical Consultants Master Contract List shall submit in a sealed envelope by mail or courier all information required per below.

A. Cover Page

A one-sided cover page expressing desire to enter into a Facilities Professional/Technical Consultants Master Contract with MnSCU. This cover page must be signed in ink by an authorized member of the firm, whose authority is described in a corporate resolution or partnership document. The cover sheet shall include the authorized member’s typewritten name, title, phone number, fax number and email address, and Responder’s web site address if available. The cover sheet shall address the firms TG/ED status at the time of signing the Master Contract and include a copy of the TG/ED letter of certification (if applicable).

B. Contract

A complete contract consists of the following properly signed and executed documents: the Facilities Professional/Technical Consultants Master Contract (9 pages); Attachment 1, Data Disclosure Information (1 page); Attachment 2, Certification Regarding Lobbying (1 page); Attachment 3, MnSCU Affirmative Action Data Page (2 pages); Attachment 4, Affidavit of Non-Collusion (1 page); and Attachment 5, Qualification Questionnaire (1 page). Copies of the contract can be downloaded at: www.finance.mnscu.edu/facilities/index.html click on Announcements.

Responders shall submit **four complete original signature** contracts of the Facilities Professional/Technical Consultants Master Contract, including attachments, signed in ink by an authorized member of the firm, whose authority is described in a corporate resolution or partnership document, a copy of which shall be submitted.

C. Certificates of Insurance

The CONTRACTOR shall provide to MnSCU a copy of their certificate of insurance in accordance with the requirements of the MnSCU Master Contract. Attachment B (Acord 25 – Certificate of Liability Insurance) is provided as an example of the required form.

A variance to the insurance coverage for Business Automobile Liability Insurance is available under the following condition.

- In the event, a firm does not own any automobiles, an exception to the Owned Coverage requirement is a letter from an authorized member of the firm stating that the firm does not own any automobiles. The letter must be provided at the same time as the documents in response to this Request for Information.
- Any change to a firm owning automobiles will require automobile insurance coverage per the Master Contract within 30 days and notification to MnSCU. If proper documentation and notification is not provided to MnSCU within 30 days of the change of status, MnSCU reserves the right to cancel the Master Contract.
- The Business Automobile Liability Insurance for Hired and Non-owned coverage shall be in accordance with the requirements of the MnSCU Master Contract.

D. Response to RFI Format

All information required must be submitted on 8 ½" x 11" paper, one-side printing, and stapled, not bound. The envelope shall clearly show the Responder's name and address, and the following shall appear in the lower left: "RFI Response for Facilities Professional/Technical Consultants Master Contract".

Responses to this RFI must be received no later than 12:00 p.m. CST on Friday, May 8, 2009 at the following address:

Minnesota State Colleges & Universities
ATTN: Facilities Design and Construction
Wells Fargo Place
30 Seventh Street East, Suite 350
St. Paul, Minnesota 55101-7804

Responses that do not provide the information requested shall be considered not to have complied with the requirements of this RFI and will be rejected. Late responses will not be considered and will be returned unopened. MnSCU will not be responsible for postal or courier deliveries not received by deadline, delays caused by weather conditions, or any other associated delays.

Attachment B

<u>ACORD</u>		CERTIFICATE OF LIABILITY INSURANCE				DATE (MM/DD/YY) Date Cert. Typed	
PRODUCER Agent/Broker Name & Address			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS ON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.				
			INSUREERS AFFORDING COVERAGE				
INSURED Contractor/Vendor Name & Address			INSURER A: Name of Insurance Company INSURER B: " " " INSURER C: " " " INSURER D: " " " INSURER E: " " "				
COVERAGES							
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT TO THE CONTRARY. IN RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, CONDITIONS AND COVENANTS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INS R	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE(MM/DD/YY)	POLICY EXPIRATION DATE(MM/DD/YY)	LIMITS		
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☒ OCCUR ☐ ☐ GENERAL AGGREGATE LIMIT APPLIES TO: ☐ POLICY ☐ PROJECT ☐ LOC	Policy Number	Effective date of policy	Expiration date of policy	EACH OCCURRENCE	\$2,000,000	
	FIRE DAMAGE (Any one fire)				\$50,000		
	MED EXP (Any one person)				\$5,000		
	PERSONAL & ADV INJURY				\$2,000,000		
	GENERAL AGGREGATE				\$2,000,000		
	PRODUCTS-COMP/OP AGG				\$2,000,000		
B	AUTOMOBILE LIABILITY ☐ ANY AUTO ☒ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ☒ NON-OWNED AUTOS ☐ ☐	Policy Number	Effective date of policy	Expiration date of policy	COMBINED SINGLE LIMIT (Ea accident)	\$2,000,000	
	BODILY INJURY (Per person)				\$		
	BODILY INJURY (Per accident)				\$		
	PROPERTY DAMAGE (Per accident)				\$		
	AUTO ONLY-EA ACCIDENT				\$		
	OTHER THAN EA AUTO ONLY: AGG				\$		
C	EXCESS LIABILITY ☒ OCCUR ☐ CLAIMS MADE ☐ DEDUCTIBLE ☐ RETENTION \$	Policy Number <i>*Excess/Umbrella may be used to supplement the GL, Auto, and Employers Liability (part of the Workers Comp policy), to satisfy policy limits.</i>	Effective date of policy	Expiration date of policy	EACH OCCURRENCE	*	
	AGGREGATE				*		
					\$		
					\$		
					\$		
					\$		
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Note: The State of MN should be included as a covered state.	Policy Number	Effective date of policy	Expiration date of policy	☒ WC STATU- ☐ OTHER		
	E.L. EACH ACCIDENT				\$100,000		
	E.L. DISEASE-EA EMPLOYEE				\$100,000		
	E.L. DISEASE - POLICY LIMIT				\$500,000		
E	OTHER Professional Liability (applicable if design related services provided)	Policy Number	Effective date of policy	Expiration date of policy	Each Occurrence	\$2,000,000	
	Aggregate				\$2,000,000		
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS The Board of Trustees of the Minnesota State Colleges and Universities and its officers and members, to include the Project's College or University, the State of Minnesota, officers and employees of the State of Minnesota, the Architect and its agents are Additional Insured.							
CERTIFICATE HOLDER		☒ ADDITIONAL INSURED; INSURER LETTER: _____		CANCELLATION			
				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL _____ MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.			
				AUTHORIZED REPRESENTATIVE			